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FM COMDT COGARD WASHINGTON DC//CG-12//
TO ALCOAST

BT

UNCLAS //N01430//

ALCOAST 022/06

COMDTNOTE 1430

SUBJ: EARLY ADVANCEMENT AUTHORIZATION AND SUPPLEMENTAL ADVANCEMENT PROCEDURES

A. PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES)

B. ENLISTED PROFESSIONAL MILITARY EDUCATION (E-PME) MANUAL, COMDTINST M1510.2 (SERIES)

1. THIS ALCOAST ANNOUNCES EARLY ADVANCEMENT AUTHORIZATION OFF THE NOV 2005 SERVICEWIDE EXAMINATION (SWE) ADVANCEMENT ELIGIBILITY LIST AND WAIVERS OF THE MAY 2006 SWE.

2. THE MAY 2006 SWE WILL BE WAIVED FOR THE FOLLOWING RATINGS: BM2, DC2, ET2, FS2, GM1, OS2, PA1, AND PA2.

3. THE MST1 SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST WILL REMAIN IN EFFECT UNTIL ADVANCEMENTS ARE AUTHORIZED FROM THE MAY 2006 SWE ADVANCEMENT ELIGIBILITY LIST. PERSONNEL MAY CONTINUE TO BE PLACED ON THIS SUPPLEMENTAL LIST USING THE PROCEDURES OUTLINED IN THIS ALCOAST UNTIL 30 JUNE 2006. SINCE PLACEMENT ON A SUPPLEMENTAL LIST DOES NOT GUARANTEE ADVANCEMENT, ALL ELIGIBLE PERSONNEL DESIRING TO ADVANCE TO MST1 SHOULD TAKE THE MAY 2006 SWE. ONCE ADVANCEMENTS HAVE BEEN AUTHORIZED FROM THE MAY 2006 SWE ADVANCEMENT ELIGIBILITY LIST, THE SUPPLEMENTAL LIST FOR THIS RATING WILL BE TERMINATED.

4. ALL MBRS AND UNIT COMMANDS ARE REMINDED OF THE GUIDELINES IN ART 5.C.10 OF REF A REGARDING RATINGS REQUIRING ACCESS TO CLASSIFIED INFORMATION. IN ORDER TO MEET THE SECURITY CLEARANCE REQUIREMENT TO ADVANCE IN THESE RATINGS, A NACLC INVESTIGATION IS REQUIRED EVERY 10 YEARS. THEREFORE, ALL MBRS IN CLASSIFIED RATINGS MUST HAVE A CURRENT NACLC ON FILE IN DIRECT ACCESS OR MUST SUBMIT A NACLC PACKAGE PRIOR TO PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT LIST. THIS REQUIREMENT IS IN EFFECT EVEN IF ACCESS TO CLASSIFIED MATERIAL IS NOT NEEDED IN THE MBRS CURRENT POSITION. COMMAND VERIFICATION OF SECURITY CLEARANCE ELIGIBILITY IS ALSO REQUIRED FOR SWE COMPETITION. QUESTIONS CONCERNING SUBMITTING NACLC PACKAGES SHOULD BE DIRECTED TO THE LOCAL SECURITY MANAGER.

5. THE E-PME SYSTEM HAS REPLACED THE OBSOLETE MRN SYSTEM. MBRS SEEKING ADVANCEMENT TO E-5 AND E-6 MUST SUCCESSFULLY COMPLETE THE E-PME PERFORMANCE AND KNOWLEDGE REQUIREMENTS FOR THE NEXT HIGHER PAY GRADE PRIOR TO PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT LIST. IN ADDITION, THOSE MBRS SEEKING ADVANCEMENT TO E-6 MUST PASS THE E-6 ADVANCEMENT QUALIFICATION EXAM (AQE) PRIOR TO LIST PLACEMENT.

(THERE IS NO E-PME AQE REQUIREMENT FOR ADVANCEMENT TO E-5.) ADDITIONAL INFORMATION REGARDING E-PME REQUIREMENTS MAY BE FOUND IN REF B AND ON THE INTERNET AT

[HTTP://WWW.USCG.MIL/HQ/TCPET/TPF/EPMESMS/EPMESMS.SHTM](http://www.uscg.mil/hq/tcpet/tpf/epmesms/epmesms.shtm).

6. IN MANY CASES, PERFORMANCE QUALIFICATION GUIDES (PQG) HAVE REPLACED THE OLD CORRESPONDENCE COURSES. FOLLOWING THE PQG PREPARES EACH MBR TO TAKE THE WRITTEN EXAM AND DIRECTLY RELATES TO THE ENLISTED PERFORMANCE QUALIFICATIONS (EPQ) THAT MUST BE SIGNED OFF. THE CURRENT EPQS ARE AVAILABLE ON THE INTERNET AT

[HTTP://WWW.USCG.MIL/HQ/G-W/G-WT/G-WTT/G-WTT-2/TRAPOL/QUALS.HTM](http://www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/trapol/quals.htm).

SINCE MANY CHANGES HAVE BEEN TAKING PLACE TO THIS PROCESS, THE FOLLOWING INFORMATION IS PROVIDED REGARDING THE SPECIFIC PQG (OR CORRESPONDENCE COURSE) REQUIREMENTS AND EPQS THAT MUST BE SUCCESSFULLY COMPLETED PRIOR TO PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT LIST:

A. BM2 - COMPLETE THE PQG W/EXAM, EPQS (CH-4), AND E-PME. MBRS WHO SUCCESSFULLY COMPLETED THE OLD CORRESPONDENCE COURSES FOR BM2 (0209) OR QM2 (0237) PRIOR TO 1 APR 2004 MAY STILL USE THESE COURSES. IN ADDITION, BM2 CANDIDATES MUST COMPLETE NAV RULES COURSE

0469 OR AN APPROVED SUBSTITUTE COURSE (0701, 1300, 1469, OR 1569).

B. DC2 - COMPLETE THE PQG W/EXAM, EPQS (CH-6), AND E-PME. MBRS WHO SUCCESSFULLY COMPLETED THE OLD CORRESPONDENCE COURSE (0215, EDITION 9) PRIOR TO 1 DEC 2005 MAY STILL USE THIS COURSE.

C. ET2 - COMPLETE THE PQG W/EXAM, EPQS (CH-4), AND E-PME.

D. FS2 - COMPLETE THE CORRESPONDENCE COURSE W/EOCT, EPQS (CH-6), AND E-PME.

E. GM1 - COMPLETE THE CORRESPONDENCE COURSE W/EOCT, EPQS (CH-3), AND E-PME W/AQE.

F. MST1 - COMPLETE THE CORRESPONDENCE COURSE W/EOCT, EPQS (CH-2), AND E-PME W/AQE.

G. OS2 - COMPLETE THE PQG W/EXAM, EPQS (CH-4), AND E-PME. MBRS MUST ALSO COMPLETE THE SAR FUNDAMENTALS COURSE OR ATTEND SEARCH COORDINATION AND EXECUTION (SCE) SCHOOL TO QUALIFY FOR ADVANCEMENT. MBRS WHO SUCCESSFULLY COMPLETED THE SAR FUNDAMENTALS COURSE (0431) PRIOR TO 1 JUL 2004 ARE EXEMPT FROM THE PQG (0238) COMPLETION REQUIREMENT.

H. PA1 - COMPLETE THE PQG W/EXAM, EPQS (CH-6), AND E-PME W/AQE. MBRS WHO SUCCESSFULLY COMPLETED THE OLD CORRESPONDENCE COURSE (0136, EDITION 3) PRIOR TO 1 DEC 2005 MAY STILL USE THIS COURSE.

I. PA2 - COMPLETE THE PQG W/EXAM, EPQS (CH-6), AND E-PME. MBRS WHO SUCCESSFULLY COMPLETED THE OLD CORRESPONDENCE COURSE (0236, EDITION 5) PRIOR TO 1 DEC 2005 MAY STILL USE THIS COURSE.

7. AS COURSES, PQGS, AND EPQS ARE UPDATED, MORE CURRENT REQUIREMENTS MAY BE RELEASED BY ALCOAST. FOR SPECIFIC QUESTIONS REGARDING THESE REQUIREMENTS, CONTACT THE APPROPRIATE RATING FORCE MASTER CHIEF.

8. ONCE A RATING ON THE MAY 2005 SWE ADVANCEMENT ELIGIBILITY LIST IS CLEARED, CGPC-EPM IS AUTH TO ADVANCE PERSONNEL TO FILL VACANCIES USING THE NOV 2005 SWE ADVANCEMENT ELIGIBILITY LIST FOR THAT RATING. MBRS APPEARING ON THE NOV 2005 SWE ADVANCEMENT ELIGIBILITY LIST, WHO WOULD NORMALLY MEET THE TIME IN GRADE AND SEA DUTY REQUIREMENTS BY 1 JULY 2006, WILL BE GRANTED A WAIVER OF THOSE REQUIREMENTS FOR THE PURPOSE OF ADVANCING EARLIER. THIS WAIVER APPLIES ONLY TO THOSE PERSONNEL APPEARING ON THE SWE ADVANCEMENT ELIGIBILITY LIST. IT DOES NOT APPLY TO PREREQUISITES FOR SUPPLEMENTAL LIST PLACEMENT.

9. EFFECTIVE IMMEDIATELY THROUGH 31 JULY 2006 FOR THE RATINGS LISTED IN PARA 2 AND THROUGH 30 JUNE 2006 FOR MST1, A COMMANDING OFFICER OR OINC MAY SUBMIT REQUESTS RECOMMENDING ELIGIBLE MBRS FOR PLACEMENT ON THE SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST WHEN THE MBR MEETS ALL APPLICABLE REQUIREMENTS IDENTIFIED IN ART 5.C.4.B.1 OF REF A. EACH MBRS STANDING ON THE SUPPLEMENTAL ADVANCEMENT LIST IS BASED SOLELY ON THE DATE-TIME-GROUP (DTG) OF THE NOTIFICATION MSG. COMMANDS MAY SEND A MSG AS SOON AS THE MBR HAS MET ALL ADVANCEMENT ELIGIBILITY REQUIREMENTS AND SHOULD CONTACT PSC(ADV) IF ACKNOWLEDGEMENT MSG IS NOT RECEIVED WITHIN 5 WORKING DAYS. PSC(ADV) WILL ONLY USE DTG REFLECTING THE ACTUAL TIME OF RELEASE OF THE MSG. BACKDATING THE DTG IS NOT PERMITTED. UPON RECEIPT OF A NOTIFICATION MSG, PSC(ADV) WILL PLACE THE MBRS NAME IN THE NEXT POSITION ON THE SUPPLEMENTAL ADVANCEMENT LIST FOR THAT RATING PROVIDED ALL PREREQUISITES HAVE BEEN MET. IF A REVIEW OF THE INFORMATION IN DIRECT ACCESS INDICATES MISSING PREREQUISITES, A REPLY MSG WILL BE PROVIDED WITH ACTION REQUIRED. ONCE ACTION IS COMPLETED, COMMANDS MUST SUBMIT ANOTHER REQUESTING MSG. NOTE: NON-RECEIPT OF REQUIRED ENLISTED EMPLOYEE REVIEWS (EER) WITHIN CURRENT PAY GRADE CONTINUES TO BE THE PRIMARY MISSING PREREQUISITE. COMMANDS SHALL PAY SPECIAL ATTENTION TO STATUS OF EERS WHEN SUBMITTING A PLACEMENT MSG. THE MOST RECENT REQUIRED EER MUST APPEAR IN THE EMPLOYEE REVIEW SUMMARY SECTION TO BE CONSIDERED FINAL. COMMANDS MAY VERIFY SUCCESSFUL DIRECT ACCESS UPLOAD AS FOLLOWS - HOME:DEVELOP WORKFORCE:PLAN CAREERS:INQUIRE:EMPLOYEE REVIEW SUMMARY. IN THE MBRS EMPLOYEE REVIEW SUMMARY PAGE, SELECTING THE REFRESH SUMMARY BUTTON WILL

REVEAL THE LATEST EER SUBMITTED. CONFIRMATION OF THE EMPLOYEE REVIEW SUMMARY UPDATE MUST BE COMPLETED BEFORE SUBMISSION OF MESSAGE REQUEST. COMMANDS REQUESTING PLACEMENT OF MORE THAN ONE INDIVIDUAL (REGARDLESS OF RATING) ON THE SAME DAY MUST SUBMIT A SEPARATE MSG WITH A DIFFERENT DTG FOR EACH INDIVIDUAL.

10. A COMMANDING OFFICER OR OINC SHALL SUBMIT THE RECOMMENDATION VIA MSG TO COGARD PSC TOPEKA KS//ADV// INFO COMCOGARD PERSCOM ARLINGTON VA//EPM-1/EPM-2// FOR PLACEMENT ON A SPECIFIC SUPPLEMENTAL ADVANCEMENT LIST IN THE FOLLOWING FORMAT.

SUBJ: ACTIVE DUTY SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST

1. LIST FOR WHICH RECOMMENDATION IS SUBMITTED (E.G., BM1)
2. MBR RATE, NAME, AND EMPLOYEE ID
3. DATE OF RANK IN CURRENT PAY GRADE
4. COMPLETION DATES FOR:
 - A. RATING EOCT OR PQG EXAM
 - B. E-PME AQE (E-6 ONLY)
 - C. RATING EPQ
 - D. E-PME PERFORMANCE AND KNOWLEDGE REQUIREMENTS
 - E. ADDITIONAL COURSE REQUIREMENTS

5. DATE OF CURRENT NACLIC ON FILE OR SUBMISSION DATE OF NACLIC PACKAGE (ET, GM, OS, AND PA ONLY)

6. EFFECTIVE DATE OF MBRS LAST EER IN CURRENT PAY GRADE AND RATING ALONG WITH A STATEMENT INDICATING WHETHER THE MBR MEETS THE MINIMUM TOTAL FACTOR MARKS, GOOD CONDUCT CRITERIA, WEIGHT STANDARDS, AND RETAINS THE COMMANDS RECOMMENDATION FOR ADVANCEMENT. AS A REMINDER, PERSONNEL RECOMMENDED FOR SUPPLEMENTAL ADVANCEMENT MUST HAVE A MINIMUM OF 12 MONTHS GOOD CONDUCT ELIGIBILITY PRIOR TO BEING RECOMMENDED FOR PLACEMENT ON A SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST.

7. A STATEMENT THAT ALL RELEVANT DIRECT ACCESS DATA FOR THE SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST HAS BEEN VERIFIED AND IS VIEWABLE IN DIRECT ACCESS.

8. UNIT POC, CONTACT EMAIL, AND PHONE NUMBER

9. RELEASED BY (NAME OF COMMANDING OFFICER OR OINC)

11. UPDATED VERSIONS OF SUPPLEMENTAL ADVANCEMENT LISTS WILL BE POSTED MONTHLY ON THE PSC INTRANET LINK AT [HTTP://CGWEB.PSC.USCG.MIL/ADV/SUPPSTRIKER/INDEX.HTM](http://CGWEB.PSC.USCG.MIL/ADV/SUPPSTRIKER/INDEX.HTM).

12. FOR SUPPLEMENTAL ADVANCEMENT LIST PLACEMENT QUESTIONS CONTACT YNC JEFF PILKINGTON, PSC(ADV), 785-339-3410. FOR GENERAL ENLISTED POLICY QUESTIONS CONTACT YNCM LORI MCNAUGHT, COMDT(CG-1221), 202-267-1636.

13. INTERNET RELEASE AUTHORIZED.

14. RADM STEPHEN W. ROCHON, DIRECTOR OF PERSONNEL MANAGEMENT, SENDS.

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